

GUIDELINES FOR AGENCIES TO REPORT GEOSPATIAL INVESTMENTS

Instructions – General

The attached template (Attachment B) contains multiple tabs. Three of the tabs are designed to capture your inputs for this Data Call Request. The first tab (far left) requests investment information regarding specific **subsets of high-priority geospatial data**. The second and third tabs request investment information regarding **geospatial services and geospatial related enterprise license agreements (ELA's)**. The remaining tabs contain reference information to assist your agency in the completion of this request and do not require inputs. The remaining tabs include:

- **Investment Type Definitions** – This tab contains definitions for the types of investments included in this request. These definitions should be used by preparers to assist in determining which costs should be grouped under each Investment Type in the template.
- **Data Theme Definitions** – This tab contains a list of OMB Circular A-16 data themes and their associated definitions. The definitions will help you subdivide and map your costs for the data acquisition, data collection, data distribution, and data processing investment types to specific data themes supported by the investment.
- **Specific Dataset Definitions** – This tab contains a list of OMB Circular A-16 data themes and a definition of the specific dataset of interest within the theme. These specific datasets were identified and defined by the A-16 Lead Agency (data stewards) for each data theme. Agencies are requested to map their data investment costs subdivided by investment type for each specific dataset.
- **Services Definitions** – This tab contains the geospatial service capabilities and definitions that are included in this request.
- **IT vs. Non-IT Costs** – This tab contains information on the costs that are considered to be IT costs, as well as those that are considered non-IT costs. This information is provided to assist in separating the IT costs from non-IT costs in completing each tab of the template.
- **FTE Worksheet** – This tab is an optional worksheet designed to assist in estimating the geospatial-specific FTE costs to be allocated to the geospatial investments and activities tabs within the workbook. **Instructions on how to use the FTE worksheet are contained on the tab itself. Agencies are not required to use this worksheet in order to develop your government FTE costs.**
- **Drop Down List Values** – This tab contains the values for each of the drop down lists within the workbook. Please do not add, delete or change any of these values.

The scope of investment information requested includes all major and non-major IT investments and non-IT investments that have a geospatial component. This includes Exhibit-300 and Exhibit-53 investments, as well as investments that may not be included in your agencies Exhibits. Specific examples of non-IT investments include:

- Geospatial Government FTE costs
- Geospatial grants expenditures

- Geospatial extramural expenditures, including contractor costs, travel costs, and training costs
- Working Capital Fund (WCF) Costs

Questions regarding the approach and completion of this Data Call Request should be directed to Ms. Leslie Armstrong, Deputy Staff Director, Federal Geographic Data Committee (FGDC), U.S. Geological Survey, larmsstrong@usgs.gov (703) 648-5740 or your agency's designated Geospatial LoB Task Force member.

Instructions - Geospatial Data Tab

The following methodology should be used to complete the geospatial data entry tab in the attached template:

1. Populate cells B3:B7 with preparer's information.
2. Identify all investments made by your agency in the specific datasets (column G) for each A-16 data theme (column F) by populating columns A, B and C with brief investment identification information from your agency's Exhibit-53, and provide the unique project identifier (UPI) used to report each investment (column D), if the investment was included on an Exhibit-53. If the investment was not included on an Exhibit-53, please provide investment information in columns A and C. ***Do not change, add to, or delete any of the data theme and specific dataset information.*** Definitions of each theme and specific dataset are provided on separate tabs within the workbook. If your agency makes IT or Non-IT investments for the provided specific datasets, report it. If your agency does not invest in the specific datasets, report \$0. Regardless, please report on each specific dataset.
3. Identify the type of data investment by selecting from the drop down pick list options (column E). ***For investments that may be a combination of one or more investment types (e.g. data acquisition and data processing), list all that apply on separate rows and sub-divide the costs.***
4. For each identified investment, document the associated geospatial costs by Federal government FTE costs and all other costs for each investment lifecycle phase. Development/Modernization/Enhance (DME)¹ and Steady State (SS)² cost should be reported in millions. For non-IT investments where costs are not available by DME or SS, please use the "Non-IT" column. Costs should be determined for:
 - Fiscal year (FY2007) (Columns H1, 2)
 - Budget year (BY2008) (Columns I1, 2)
 - Project budget year (BY2009) (Columns J1, 2)³

¹ DME costs are defined in OMB Circular A-11, Exhibit 53 as, "the program costs for new investments, changes, or modifications to existing systems to improve capability or performance, changes mandated by the Congress or agency leadership, personnel costs for project (investment) management, and direct support."

² SS costs are defined in OMB Circular A-11, Exhibit 53 as, "maintenance and operation costs at current capability and performance level including costs for personnel, maintenance of existing information systems, corrective software maintenance, voice and data communications maintenance, and replacement of broken IT equipment."

³ Dollars for FY 2007 should not include unused carryover dollars from prior years that are being spent in FY 2007. E.g., FY 2007 costs should not include any PY 2006 or earlier carryover dollars.

If the geospatial investment is a component of a larger investment with a different primary function, only report the cost associated with the geospatial component.

A Government FTE cost estimation worksheet is provided on the 'FTE Worksheet' tab for use in estimating the costs for specific FTEs based on the GS-Levels, Steps, and percentage of time dedicated to Geospatial activities. **Instructions on how to use the FTE worksheet are contained on the tab itself. Agencies are not required to use this worksheet in order to develop your government FTE costs.**

5. Perform this step for each investment made in the specific datasets within each A-16 data theme (specific datasets are identified in column G, themes are identified in column F). Do not report investment information for data investments made in outside of these specific datasets.

Instructions - Geospatial Services Tab

The following methodology should be used to complete the geospatial services entry tab in the attached template:

1. Populate cells B3:B7 with preparer's information.
2. Identify all investments made by your agency in the specific service capability (see drop down list in column E) by populating columns A, B and C with brief investment identification information from your agency's Exhibit-53, and provide the unique project identifier (UPI) used to report each investment (column D), if the investment was included on an Exhibit-53. If the investment was not included on an Exhibit-53, please provide investment information in columns A and C. Definitions of each service capability are provided on separate tabs within the workbook. Please report both IT and Non-IT investments that have a geospatial component.
3. For each identified investment, document the associated geospatial costs by Federal government FTE costs and all other costs for each investment lifecycle phase. Development/Modernization/Enhance (DME) and Steady State (SS) cost should be reported in millions. For non-IT investments where costs are not available by DME or SS, please use the "Non-IT" column. Costs should be determined for:
 - Fiscal year (FY2007) (Columns F1, 2)
 - Budget year (BY2008) (Columns G1, 2)
 - Project year (BY2009) (Columns H1, 2)

If the geospatial investment is a component of a larger investment with a different primary function, only report the cost associated with the geospatial component.

A Government FTE cost estimation worksheet is provided on the 'FTE Worksheet' tab for use in estimating the costs for specific FTEs based on the GS-Levels, Steps, and percentage of time dedicated to Geospatial activities. **Instructions on how to use the FTE worksheet are contained on the tab itself. Agencies are not required to use this worksheet in order to develop your government FTE costs.**

4. Perform this step for each investment made in the specific service capability areas. Do not report investment information for service capability investments made outside of the service capability drop down list values.

Instructions - Enterprise License Agreements Tab

The scope of the ELA template is broader than just software. The following methodology should be used to complete the enterprise license agreements entry tab in the attached template:

1. Populate cells B3:B7 with preparer's information.
2. Identify all enterprise license agreement (ELA) investments made by your agency subdivided by the service capability (see drop down list in column E) and specific dataset supported (see drop down list in column D) by populating columns A and B with brief investment identification information.
3. Identify the scope of the ELA (see drop down list in column C), and the specific software or service capability purchased (column F). If multiple scope parameters are covered by the ELA, subdivide the investments by specific parameters and identify the specific software or service capability provided by each investment.
4. Provide any additional clarification remarks if necessary (column G).
5. For each identified investment, document the actual or estimated total costs. Costs should be determined for:
 - Budget year (BY2008) (Column H)
 - Project budget year (BY2009) (Column I)
 - Project budget year (BY2010) (Column J)

If the geospatial investment is a component of a larger investment with a different primary function, only report the cost associated with the geospatial component.

6. Perform this step for each ELA investment made or planned for the three year period requested.